



amec
foster
wheeler

Meeting Minutes

Date/Time: 3 April 2017

Location: Conference Call

Contract No.: W912DW-16-C-0012

Written By: E. Henrichs

Present: USACE – Rod Zion; Karl Kunas
USEPA – N/A
Amec Foster Wheeler – Randy Huffsmith; Eric Reitter; Spencer Archer;
Hallie Bevan Simpson, Ellen Henrichs

Subject: **Weekly Status Meeting No. 5**
Bunker Hill Central Treatment Plant Upgrade Project, Kellogg, Idaho

ACTION ITEMS

No.	Item	Responsible	Anticipated Completion Date
3	Submit APP – O&M and Geotech	AmecFW	4/7/17
5	Submit Pilot Testing Work Plan	AmecFW	TBD
13	Provide checklist for developing Site Safety and Health Plans	USACE	3/27/17
16	Schedule Design Package 1 Over the Shoulder Review	AmecFW	3/31/17
17	Resubmit Preliminary Schedule Form 4025 and Responses to Comments	AmecFW	3/31/17
18	Submit Initial Schedule	AmecFW	3/31/17
20	Resubmit Submittal Register	AmecFW	4/7/17
23	Approve/provide response to Media Release	AmecFW/ USACE	TBD
24	Confirm if AmecFW should attend the Basin Commission Meeting in May	USACE	4/28/17
26	Resubmit Geotechnical Investigation Work Plan	AmecFW	3/31/17
27	Submit O&M Sampling and Analysis Plan	AmecFW	3/31/17
28	Provide quarterly cost summary for USEPA reporting	AmecFW	4/7/17
29	Shorten project title in QCS so 4025 forms are legible	USACE	4/7/17
30	Resubmit O&M Transition Plan	AmecFW	4/7/17
31	Submit Agenda for Geotech Pre-Con Meeting	AmecFW	4/14/17
32	Submit agenda for mutual understanding meeting, address quality control and O&M	USACE	4/7/17

SUMMARY OF CALL

- I. Safety Moment – Discussed the danger of fatigue while driving. Managing fatigue and assure the driver is fit for duty to ensure safety. Assess ourselves and our crews as if it is life or death. Fatigue training for awareness, managing work hours, staying the night at a hotel, or pull over for a nap can limit fatigued driving.
- II. Review Meeting Minutes from Meeting Last Week
 - a. No comments to meeting minutes.
- III. Review of Action Items from Meeting Last Week
 - a. The team reviewed the actions items identified during the meeting held last week. Refer to Action Items table above.
 - b. Design Package 1 Over-the-Shoulder Meeting scheduled for 2-hour in person/telecom meeting in Coeur d'Alene on April 19, 2017. The pre-read material will be submitted by April 14, 2017.
 - c. A Pre-Con meeting will be held on site on April 19, 2017. Purpose of the meeting will be to review the work and safety plans.
 - d. USACE noted that some titles had changed in the Submittal Register that was uploaded to QCS. AmecFW will look into the issue and respond to USACE comments. Need by dates and activities will need to be input into QCS.
- IV. Review Requests for Information (RFIs)
 - a. RFI-0010
 1. USACE expects to have a response internally in a day or two and will provide a response to AmecFW thereafter.
- V. General
 - a. AmecFW clarified field reporting expectations for upcoming oversight, USACE does not expect QC reports for observation activities. QC reports will be required for geotechnical investigation and O&M following the transition of O&M on May 3, 2017.
 - b. AmecFW is evaluating alternative flocculants. Bench testing would be performed and reported for USACE acceptance prior to making a change from the current flocculant. On site jar tests are tentatively scheduled for the week of April 17, 2017.
- VI. Schedule Update
 - a. The team reviewed the Four-Week Look Ahead Schedule.

VII. Changes

- a. USACE is preparing an RFP for the corrosion observed in the lime slurry tank repairs in Lime Silo A. USACE anticipates this work can be coordinated with other work.

VIII. Other

- a. USACE indicated future contracts will use RMS 3.0. AmecFW is willing to use this for this contract.